

Tasmania Prison Service

Director's Standing Order

DSO – 2.11 Payment of Transport Costs for Released Prisoners

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1. Statement of Purpose

To ensure prisoners who are unable to pay for, or arrange other means of, transportation to their place of residence following their release from custody are able to apply for financial assistance from the Tasmania Prison Service (TPS).

This Standing Order outlines the protocols for prisoners experiencing financial hardship, or who are unable to access funds, to apply to the TPS for the payment of post-release transportation costs. The rules governing the approval of these applications are also detailed.

2. Desired Outcome

There is a smooth transition for prisoners to the community post-release and that they are provided with a safe and effective means of getting home.

The granting of financial assistance for post-release transportation is managed by the TPS in an accountable and consistent manner.

3. Scope

This Standing Order applies to all TPS staff responsible for the management or supervision of prisoners.

This Standing Order applies to prisoners, detainees and other persons in the custody of the TPS. This Director's Standing Order does not relate to watch-house or migration detainees.

4. References (including Legislation, Policy, Forms and Other Documents)

[Corrections Act 1997](#), section 6(3)

[Corrections Regulations 2008](#), Part 4

[Director's Standing Order 2.02 \(Induction and Case Management\)](#)

Director's Standing Order 2.09 (Release and Reintegration)

[Director's Standing Order 4.12 \(Prisoner Monies\)](#)

[Form 6A – Application for Payment of Post-Release Transport Costs](#)

[Inspection Standards for Custodial Services in Tasmania – Feb 2018](#)

Travel Warrant

5. Definitions and Abbreviations

Content Manager – means the Department of Justice records management system.

DSO – means Director's Standing Order.

Intrastate Travel – means within the boundaries of the State of Tasmania (including King and Flinders Islands).

Interstate Travel – means within states or territories of mainland Australia, outside the state of Tasmania.

Late Release – means for the purpose of this DSO, a prisoner who is released from custody post evening lockdown of a facility.

Prisoner – means, unless otherwise stated, prisoner and detainees (as defined in the *Corrections Act 1997*).

TPS – means the Tasmania Prison Service.

Travel Warrant – means an individually numbered TPS process form issued to an approved travel agency and / or company from a TPS facility that acts as a voucher for travel services to be provided.

6. Mandatory Policy

- 6.1. Financial assistance for post-release transportation must only be provided if a prisoner is experiencing financial hardship, or in the case of a late release, is unable to gain access to their funds held by the TPS, and does not have any other means of transport.
- 6.2. The making of suitable transportation arrangements with a prisoner's family or friends must be attempted prior to providing financial assistance for post-release transportation.
- 6.3. The TPS must not provide financial assistance for post-release transportation if the prisoner does not submit a written application.
- 6.4. Appropriate assistance will be provided to prisoners applying for financial assistance for post-release transportation.

7. Responsibilities

7.1. Correctional Officer (Case Management)

Correctional Officers assigned case management duties for a prisoner experiencing financial hardship, who does not expect to have sufficient funds available to pay for transportation upon release, are responsible for assisting the prisoner to apply to the TPS for the payment of post-release transport costs.

If an application for financial assistance for intrastate or interstate transportation is approved, the Correctional Officer (Case Management), in conjunction with the relevant Superintendent, must ensure the arrangement of the post-release transport for the prisoner.

7.2. Chief Superintendent

The Chief Superintendent (relevant prison facility) is responsible for making decisions regarding applications for financial assistance for interstate transportation.

7.3. Correctional Supervisors or Officer in Charge

Correctional Supervisors (or Officer in Charge) are responsible for overseeing the post-release transport arrangements and the completion of travel warrants or issuing of public transport bus tokens for prisoners whose release is unexpected / unplanned, who do not have sufficient funds available to pay for transportation upon release, or in the case of a late release, is unable to gain access to their funds held by the TPS.

Correctional Supervisors are responsible for ordering Travel Warrant books and public transport bus tokens from the TPS Finance Unit. Correctional Supervisors must ensure that accurate records are kept regarding the control and distribution of public transport bus tokens within their facility and that tokens are stored appropriately.

7.4. Superintendents / On-Call Superintendent

Superintendents and / or On-Call Superintendents are responsible for making decisions regarding applications for financial assistance for intrastate transportation.

7.5. TPS Finance Unit

The TPS Finance Unit is responsible for assisting Correctional Staff (if required) to make arrangements for the post-release transport of prisoners.

The TPS Finance Unit is responsible for the ordering and issuing of public transport bus tokens.

8. Prisoner Application for Assistance with Post-Release Transportation

Under normal circumstances prisoners are expected to pay their own transportation costs upon release from custody. However, the TPS recognises that some prisoners may experience financial hardship immediately following release. In such cases it may be appropriate for the TPS to provide financial assistance for transportation.

If a prisoner is experiencing financial hardship and does not expect to have sufficient funds available to pay for transportation upon release, or have transport pre-arranged through family / friends, the

prisoner may apply to the TPS for assistance using the Application for Payment of Post-Release Transport Costs ([Form 6A – Application for Payment of Post-Release Transport Costs](#)).

8.1 Ordinary or Expected Releases (e.g. Sentence Served / Released on Parole)

- 8.1.1 The Correctional Officer assigned case management duties for the prisoner must assist prisoners to complete their application for the payment of intrastate or interstate transport costs. The assisting Correctional Officer must review the prisoner's private and earning accounts, and make relevant enquiries with the TPS Finance Unit, to ensure that they do not have sufficient funds to pay for the transport.
- 8.1.2 Completed applications for the payment of intrastate transport costs must be forwarded to the relevant Superintendent for decision immediately upon receipt.
- 8.1.3 Completed applications for the payment of interstate transport costs must be forwarded to the Chief Superintendent (relevant prison facility) for decision, within 48 hours of receipt of the application, via the Superintendent.
- 8.1.4 For the payment of intrastate transport cost applications, the Superintendent must advise the prisoner of the outcome of the application in writing within seven (7) days of receiving the application.
- 8.1.5 For the payment of interstate transport cost applications, the Chief Superintendent (relevant prison facility) must advise the prisoner of the outcome of the application in writing as soon as possible.

8.2 Unexpected / Unplanned Releases (e.g. Released on Bail and including Late Releases)

- 8.2.1 Prisoners whose release is unexpected or unplanned (e.g. those released on bail), where travel arrangements via family or friends cannot be arranged, may apply for financial assistance for transportation upon release.
- 8.2.2 Correctional staff making pre-release arrangements must assist the prisoner in completing their application ([Form 6A – Application for Payment of Post-Release Transport Costs](#)).
- 8.2.3 If the prisoner is released from court, they must return to a TPS prison facility to be eligible for this assistance.
- 8.2.4 The application, together with a completed Travel Warrant (if applicable – refer 10.2), must be forwarded to the Correctional Supervisor (or Officer in Charge) for processing.

9. Approval of Applications

Financial assistance is generally restricted to travel within the State of Tasmania (including King and Flinders Islands). Financial assistance for interstate transportation must only be considered if the prisoner can demonstrate financial hardship.

9.1 Ordinary or Expected Releases (e.g. Sentence Served / Released on Parole)

- 9.1.1 If an application for financial assistance for intrastate or interstate transportation is approved, the relevant Superintendent and Correctional Officer (Case Management) must ensure the arrangement of the post-release transport for the prisoner. This may occur in conjunction with a TPS Finance Officer.
- 9.1.2 Pre-arranged post-release transport options may involve arranging and issuing a Travel Warrant (refer 10.2), public transport voucher, organising airfares or other transport arrangements.

9.2 Unexpected / Unplanned Releases (e.g. Released on Bail and including Late Releases)

- 9.2.1 Upon receipt of an application for financial assistance for transport costs, the Correctional Supervisor (or Officer in Charge) must review the prisoner's private and earning accounts, and make relevant enquiries with the TPS Finance Unit, to ensure that they do not have sufficient funds to pay for the transport.

- 9.2.2 If it is determined that a prisoner does have sufficient funds, however these cannot be accessed due to it being a late release, the application can still be progressed.
- 9.2.3 Once finalised, the application is to be approved by the Superintendent. If a Superintendent is not available to sign off the application, the Correctional Supervisor (or Officer in Charge) must gain verbal approval from the Superintendent or on-call Superintendent, and then sign the application on the Superintendent's behalf. The Superintendent or on-call Superintendent who provided the verbal approval must sign the original application and any associated paperwork as soon as possible.

10. Record Keeping

- 10.1. All paperwork associated with the application for, and payment of, post-release transportation costs must be recorded on Content Manager and a copy forwarded to the Finance unit.
- 10.2. Travel Warrants must contain the following information:
- Booking number
 - The prisoner's name
 - The account is charged to the TPS Finance Unit, PO Box 24 Lindisfarne 7015
 - Signature of Authorising Officer
- 10.3. Correctional Supervisors are responsible for ordering new Travel Warrant books from the TPS Finance Unit. All completed Travel Warrant books must be returned to the TPS Records.
- 10.4. Correctional Supervisors are responsible for ordering public transport bus tokens from the TPS Finance Unit. Correctional Supervisors must ensure that accurate records are kept regarding the control and distribution of public transport bus tokens within their facility.
- 10.5. The TPS Finance Unit must maintain accurate records regarding the ordering and distribution of public transport bus tokens to facilities.

11. Document History and Access

Implementation Date	26 December 2018
Version Number	2.0
Date of First Issue	23 October 2006
Date of Further Amendments	26 December 2018
Additional Information	This Director's Standing Order replaces and rescinds the following: <ul style="list-style-type: none">• MH2.11.1 (Payment of Transport Costs (Released Prisoner/Detainee))• RB2.11.1 (Payment of Transport Costs (Released Prisoner/Detainee))• RPC2.11.1 (Payment of Transport Costs (Released Prisoner/Detainee))
Next Review Date	Five years from date of implementation
Access to this DSO	Routine Disclosure

Approved by:

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